



JOINT LEGISLATIVE OVERSIGHT COMMITTEE
ON HEALTH AND HUMAN SERVICES

Contracting Specialist & Certification Program

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Contracting Specialist and Certification Program

Examples of formal national and state Contract Management training programs include:

- **National Contract Management Association (NCMA)**
- **Carolinas Association of Governmental Purchasing**
- **Certified Local Government Purchasing (CLGPO) certification administered by UNC-CH School of Government (SOG)**
- **Washington State Department of Enterprise Services (DES)**
- **Florida Certified Contract Manager Program**

DHHS presents three options for consideration:

- **DHHS in-house training.**
- **Partner with UNC SOG**
- **Partner with Dept. of Administration (DOA)–Purchase & Contract**

Implementation Options and Recommendation

1. DHHS in-house training

- Contract with third party for curriculum design - \$100,000 one-time cost
- Two FTEs to deliver training on an ongoing basis - \$165,395 recurring salary, benefits, etc.
- No additional cost to deliver training

2. Partner with UNC SOG

- Curriculum and instructional design - \$90,000 one-time
- Two FTEs to deliver training on an ongoing basis - \$184,348 recurring salary, benefits, etc.
- \$1,125 per participant

3. Partner with Department of Administration (DOA)–Purchase & Contract

- 1 FTE Curriculum designer – \$82,697 recurring salary, benefits, etc.
- 2 FTEs to deliver training on an ongoing basis - \$165,395 recurring salary, benefits, etc.

Recommendation is DHHS in-house training

Accomplishments to date

- Newly hired staff with requisite skill set
- Process improvement initiatives
 - DHHS Office of Procurement, Contracts & Grants restructuring
 - Division of State Operated Healthcare Facilities procurement realignment
 - Strategic Sourcing
- DOA Training Modules completed by DHHS staff statewide
 - Five modules attended by 104 staff members in 2015
 - Six modules attended by 194 staff members in 2016
 - Eight modules attended by 155 staff members in 2017¹

¹ As of December 6, 2017